A S S A M

Administration: The Archives (Assam Secretariat Record Office) is headed by the Keeper of Records, assisted by the following staff:-

Upper Division Assistants	...	3
Lower Division Assistants	...	4 (Sanctioned posts-7)
Typist ...	...	1
Record Supplier	...	5 (sanctioned posts-8)
Record Sorter	...	2
Record Mender	...	4
Record Cleaner	...	1
Binder	...	1
Duftry	...	1
Gate Keeper	...	1
Peon (weeding)	...	1
Peon (Record Room & Office)	...	6
Night Watchman	...	1

Budget: Being part of the Secretariat Administration Department, there is no separate budget for the Assam Secretariat Record Office as it is and the expenditure is met from the Secretariat Budget. However, a provision of Rs. 1 Lakh was made on the plan side both for 1977-78 and 1978-79.

Building: The Archives has its own building but consequent upon creation of Meghalaya, out of the parent State of Assam, the building has fallen within the State of Meghalaya. A separate building at the State capital at Dispur is now under construction and archives will be shifted there as soon the construction is completed.

Record Management: 'B' and 'C' class records were examined and of these 8.5 per cent papers were marked for retention. The guidelines laid down in the "Manual of Office Procedure" of the Government of Assam are followed while reviewing papers.

Research and Reference: During the period under report, 35 research scholars availed themselves of the research facilities. 119 records were requisitioned by the Government agencies, 5 by private agencies and 777 by research scholars.

Reference Media: Lists of Records i.e. A Hand Book of Old Records (Pre-1874) and amalgamated Indices upto 1949 (printed) and upto 1956 (typed) are available with the Department. Besides, a Descriptive list of Pre-1874 records is under preparation.

Publication Programme: No publication work has been taken up as yet.

Preservation of Records: During 1977-78, 1820 records were flattened, 380 records were repaired with Chiffon, 120 records were guarded and 90 records were bound.

Photo Duplication: The Department does not have any microfilming unit.

Library: 51 books were acquired during the period under report.